

CSS Workforce NY Board of Directors Meeting

Date: 12/14/2023 (8:00 am)

Location: STLS 9424 Scott Road, Painted Post

Attendees: Jack Wheeler, Colleen Hurd, Jamie Johnson, Mike Mishook, Angela Russo, Mike Nisbet, Joe Roman, Andrew Tunsion, Angela Hawken, Josh Michal, Ernie Hartman, Kip Cerasaro, Jeremy Ackerman, Liz Stamp and Bruce Boughton

Absent: Dawn Marie Castellana, John Rees, Bill Caudill, Kelly Long, Brian McCarthy, Drew Farren, and Judy McKinney Cherry

Vacancies: 3

CSS Staff: Phyllis Balliett, Rae Ann Widmer-Mason, Melissa Johnson, Patti Redder, Morgan Hurd, and Mark Evans

Other Guests: Kelly Mukisa (Workplace Operator), and Victoria Ehlen

8:01 AM Meeting Called to Order

Conflict of Interest Disclosure: No Conflicts Disclosed.

Approval of Board Meeting Minutes: 10/26/2023 Minutes

Motion to accept meeting minutes as presented:

First: Ernie Hartman

Second: Jamie Johnson

Unanimous approval

➤ **Board Chair Report:**

- **PY23 November Budget:** 42% through the year, 46% spent, 57% obligated.

Total Personnel: 35% obligated and 35% spent.

Total Operating: 39% obligated and 30% spent.

Total One Stop Costs: 45% obligated and 45% spent.

Program Expenditures 76% obligated, 57% spent.

Overall, there are no budget concerns.

Total Budget Expenditures - 46% spent and 57% obligated overall.

Motion to approve the Budget as presented:

First: Bruce Boughton

Second: Mike Nisbet

Unanimous approval

- **Executive Committee Reports** – Nothing to report on.
- **Operations & Oversight Committee Reports** –11/01/2023 Minutes

Motion made to accept the O&O meeting minutes as presented.

First: Mike Mishook

Second: Angela Russo

Unanimous approval

- **ITA Report (PY23)** – Report through December 2023. \$164,410.00 has been spent in support for individuals, resulting in 40 different trainings that WIOA dollars helped to fund. Number one training right now is CDL at 14. There are 3 more ITAs to present on December 27th.

➤ **Operator Report – Kelly Mukisa**

- The data provided represents for November 2023 (PY23). There were 475 services provided (283 to dislocated workers, 99 to adults, and 93 to reportable individuals). The number of services provided to customers across all four career centers were 192 services (18 to dislocated workers, 81 to adults, and 93 to reportable individuals). Career Center service counts have decreased compared to previous months due to the expenditure of the training funds.
- Career Center Counselors and partner staff provided 94 training-related services (On the Job Training, Customized Training, Initial Assessment, and Individual Employment Plans). Job search-related activities (self-service or utilizing the resource room), job referrals, resume assistance, and labor market information comprise the remaining 96 of services provided.
- During November, the Career Center Counselors had 601 walk-ins, 306 phone calls and held 41 appointments. Additionally, 19 customers registered for Career Center services and 89 customer records were modified.
- **Workshops:** A variety of workshops continue to be offered in person and virtual. Attendance for the workshops will continue to be monitored and various topics will continue to be offered based on the customer's needs. Starting to offer more in person workshops than virtual. The December Events calendar was also included in the meeting packet.
- **Steuben County Jail Workshops** - The workshops are continuing as planned and a participant survey has been approved. Responses are collected by the BOCES GED instructor at the end of each workshop and reviewed weekly to improve content and presentation skills.
- **Career Center Hours of Operation:** All Career Centers are open with no limitations. All centers are closed daily from 12:00 pm -1:00 pm for lunch. All Centers will be closed on Monday, December 25th, and January 1st in observance of the holidays. The Bath Career Center only will be closed on Tuesday December 26th.
- **Site Management and Operation:** The Site management teams from Elmira, Steuben and Montour Falls continue to meet on the first Wednesday of each month.

Mike Nesbit asked Kelly if she had a breakdown of services by Center as he would like to see the information for the Hornell Center. Kelly will send the requested information to Mike.

➤ **Director Report:**

○ **ETPL Updates: (9)**

GST BOCES (3) –

1. Barbering – This is a new program, not WIOA funded.
2. Practical Nursing - on the ETPL and WIOA Funded. This is only a tuition increase change.
3. Practical Nursing (PT) - on the ETPL and WIOA Funded. This is only a tuition increase change.

Motion to approve the ETPLs for GST BOCES as presented:

First: Kip Cerasaro

Second: Mike Mishook

Abstain: Colleen Hurd

SUNY CCC (3) –

1. Certified Outpatient Coder – This is a new program, 6-week online course, WIOA funded.
2. Certified Physical Therapy – This is not WIOA Funded. Training date change.

2025 & 4% increase in 2026. SKJ is the current cleaner and there are no complaints. Phyllis is recommending the board to approve the contract from 2024-2026.

Motion to approve the SKJ contract for Cleaning Services in Elmira as presented:

First: Mike Nesbit Second: Bruce Boughton Unanimous approval

- **Bath Lease** - Lease runs from July 1, 2023-June 30th 2024, for the career center in the ProAction building in Bath. Rent increased .50 per square foot. CSS gave up a room that was not being used. This will save about \$1,000.

Motion to approve the Bath ProAction lease as presented:

First: Ernie Hartman Second: Mike Mishook Unanimous approval

- **Healthcare Insurance** – (Effective 01/01/2023-01/01/2024) Simply Blue Plus Gold 6 Plan (small group), there is a 9% increase. This plan has a lower deductible than other plans. This plan has been reviewed with the staff and meets the needs. An employee will no longer be taking the family plan, so this will save CSS \$400.00 in next year’s budget. Phyllis recommends staying with this plan.

Motion to approve the Bath ProAction lease as presented:

First: Jeremy Ackerman Second: Angela Russo Abstain: Jamie Johnson

- **Profit Sharing** – (401k, Non-taxable) – The board looks at a range of 0%-6%. Phyllis is requesting no profit sharing this year as budgets don’t allow for it across the board. **There were no motions made, discussion only.**
- **Performance Outcomes** - End of PY22 (Quarter 1,2,3 & 4) – July 2022 to June 2023. If we don’t meet the NYS DOL performance requirements, the board chair would receive a letter from DOL and be required to complete a PIP. Outcomes exceeded the requirements across all programs for PY22.
- **ARISE/TTAP Grant Updates** – Phyllis has been working with Victoria Ehlen at Southern Tier Central and partnering with GST BOCES, CCC, Career Development Center and Northern Tier Regional Planning Development in Bradford County Pennsylvania on the grant. The plan is by the end of December, CSS will have all processes in place. CSS’s portion of the grant is for \$100,000. (non-WIOA funds) a year for the next five years to work with young individuals (16-24) in/out of school and focus on building business relationships and attaching the young adults to employment.

➤ **Meeting Adjourned: 8:54 am**

Motion to adjourn meeting –

First: Mike Nesbit Second: Jerney Ackerman Unanimous approval

Respectively Submitted By: Melissa Johnson

Next Meeting: February 22nd, 2024, at 8:00 am
Southern Tier Library System (STLS) 9424 Scott Road, Painted Post